

GENERAL DEFINITION OF WORK:

Performs difficult semiskilled work overseeing, coordinating and participating in the cleaning and maintenance of buildings, facilities and grounds; does related work as required. Work is performed under regular supervision. Supervision is exercised over subordinate personnel. Position is considered essential personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Coordinating, supervising and participating in the custodial maintenance of buildings; coordinating, supervising and participating in general landscaping duties; training custodial staff; ensuring the proper staff and supplies are available.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Plans, schedules, supervises and participates in the work of custodial and grounds crew staff; assigns tasks to custodial and grounds crews.
- Trains subordinates in all phases of custodial work and grounds keeping work.
- Performs custodial duties such as replacing light bulbs; assembles and moves furniture; moves furniture to surplus center.
- Checks security for building prior to closing building; completes time records.
- Manages the General Services Work Release Program; trains trustee during work day, responsible for trustees while under their supervision.
- Conducts regular inspections for maintenance of proper standards in regard to cleanliness and health standards.
- Reports repair needs beyond capability of custodians; prepares work orders and maintains log of work orders.
- Consults with officials in buildings on matters pertaining to custodial services.
- Requisitions cleaning material, supplies and equipment; ensures adequate supply of cleaning materials; maintains assigned budget.
- Evaluates work performance of assigned custodial staff.
- Maintains records and prepares required reports.
- Assists with snow removal and ice control.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge and use of a variety of cleaning materials, supplies and equipment; thorough knowledge about building fixtures and equipment; thorough knowledge of landscaping techniques; ability to express ideas clearly, both orally and in writing; ability to plan, train, and supervise the work of subordinates; ability to follow instructions both verbally and written; ability to establish and maintain effective working relationships with associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school with extensive experience in custodial and building maintenance work with supervisory experience.

PHYSICAL REQUIREMENTS:

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for color perception, visual inspection involving small defects and/or small parts, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside environmental conditions, vibration, hazards, and atmospheric conditions. The worker may be exposed to blood borne pathogens and may be required to wear specialized personal protective equipment.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the Commonwealth of Virginia.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

Confidentiality Statement

I acknowledge and understand that I may have access to confidential information regarding [employees, students, patients, inmates, and the public]. In addition, I acknowledge and understand that I may have access to proprietary or other confidential business information belonging to Fauquier County. Therefore, except as required by law, I agree that I will not:

- Access data that is unrelated to my job duties at Fauquier County.
- Disclose to any other person, or allow any other person to any information related to Fauquier County that is proprietary or confidential and/or pertains to [employees, students, patients, inmates, the public]. Disclosure of information includes, but is not limited to, verbal discussions, FAX transmissions, electronic mail messages, voice mail communication, written documentation, "loaning" computer access codes, and/or another transmission or sharing of data.

I understand that Fauquier County and its [employees, students, patients, inmates, the public], staff or others may suffer irreparable harm by disclosure of proprietary or confidential information and that Fauquier County may seek legal remedies available to it should such disclosure occur. Further, I understand that violations of this agreement may result in disciplinary action up to, and including, termination of employment.

I have reviewed my job description with my supervisor and understand the duties assigned to me and the measures to which I will be held accountable.

Date_____

Name_____

Signature_____

Date_____

Supervisor_____

Signature_____